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**Executive Office of Health and Human Services**  
**Department of Public Health**  
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**APPLICATION FOR CERTIFICATION FOR  
BATTERER INTERVENTION PROGRAMS**

**Application Guidelines and Instructions**

The purpose of the Massachusetts Guidelines and Standards for the Certification of Batterer Intervention Programs (hereinafter “the Guidelines”) is to set minimum standards by which intervention programs for court referred batterers will operate and be evaluated by the Department of Public Health (hereinafter “the Department” or “DPH”).

Per the Guidelines, the Department will renew the certification of batterer intervention programs that meet the requirements of the Guidelines for a period not to exceed two (2) years.

**Application Length/Format**

- Each application must be typed in 12-pt. font and double-spaced.
- Pages must be numbered.
- Information must be provided in the order requested below.
- Each application must have a table of contents.
- See the “Appendices” section for supplementary documents that must be included with the application.
- Each application must be written by the current program staff.
- Primary sources must be cited.
- Each application must be submitted in a three-ring binder.
- In responding to application questions about program policies and procedures, be sure to answer the 5 W’s (who, what, where, when, and why).
- *N.B.: The Guidelines may be used only as a reference for the completion of the application and must not be cited verbatim or simply paraphrased in response to the questions herein. Applications that only cite or paraphrase the Guidelines in part or in full will be deemed non-responsive and returned to the program.*

## **Requested Information**

### **I) Program Information**

- A) Describe the agency's organizational structure and the responsibilities of the governing body.
- B) If the proposed batterer intervention program is located in a multi-service agency, describe the agency's mission and past experience in domestic violence prevention and batterer intervention.
  - i) Indicate why the agency wants to be certified as a batterer intervention program.
- C) If the program was previously certified in Massachusetts, describe the program's history of compliance with the Guidelines. Describe any proceeding in which the program was involved where DPH proposed to or did limit admissions or suspend, revoke, or refuse to grant or renew certification. Provide a timeline for said proceedings.
- D) Document the history of criminal conduct of the applicant, the administrators, officers or directors as evidenced by criminal proceedings against those individuals which resulted in convictions, or guilty pleas, or pleas of nolo contendere, or admission of sufficient facts.
- E) Describe the proposed program's physical, communication, and programmatic access for persons with disabilities according to Title III of the Americans with Disabilities Act. If the proposed program is not accessible, describe your plans to accommodate batterers with disabilities.

### **II) Program Distribution**

- A) List the courts and Department of Social Services (DSS) offices from which the proposed program would receive referrals.
- B) Indicate the number of restraining orders (209A's) filed in the proposed service area for each of the past two (2) years.
- C) Demonstrate the need for the proposed program, particularly if another certified batterer intervention program already exists in the proposed service area.

### **III) Definition of Domestic Violence**

- A) In your own words, describe the proposed program's definition of domestic violence.
- B) Describe how the proposed program would use its definition of domestic violence to inform its batterer intervention methodology and practice.

#### **IV) Intake Information**

- A)** Provide a detailed description of the proposed batterer intervention program's intake process.
- B)** Describe the method by which the proposed program would obtain copies of the Court Activity Record Information (CARI) for all clients.
- C)** Describe the method by which the proposed program would obtain information regarding the perpetrator's compliance with court-ordered child support and/or alimony payments, and visitation orders and other orders from the Probate Court.
- D)** Describe the time frame between the perpetrator's first contact with the program and the intake interview. Indicate the duration of the proposed program's intake and evaluation phase.
- E)** Describe how the proposed program would individualize perpetrator agreements and set conditions for acceptance into the intervention program. Give examples of conditions that might be set.

#### **V) Evaluation Information**

- A)** Describe the goals of client evaluation.
- B)** Provide a detailed description of the proposed program's evaluation method and criteria, including the method by which the proposed program notifies the court and/or the Department of Social Services (DSS) of the evaluation results.
- C)** Provide a description of the proposed program's philosophy regarding the role of partner contacts in batterer intervention.
- D)** Describe the proposed program's policies and procedures for conducting partner contacts and the handling and storage of partner contact information.
- E)** Describe the method by which the program would evaluate and document the perpetrator's (1) history of violence and abuse toward adults and children; (2) history of substance abuse; (3) family history; (4) history of mental illness and (5) problems in parenting.
  - i)** Describe the proposed program's policies and procedures for referring perpetrators to collateral service providers.
  - ii)** Describe the proposed program's policies and procedures for notifying the courts of a perpetrator's substance abuse.
- F)** Describe the policies and procedures by which the proposed program documents, on an ongoing basis, the perpetrator's: (1) attendance at sessions; (2) cooperation with rules; (3) participation; and (4) freedom from violence or abusive behavior.

- G)** Describe the proposed program's method for assessing a perpetrator's lethality.
- H)** Describe the proposed program's policies and procedures for notifying victim(s), current partner(s), and referral source of lethality risks.

**VI) Intervention Methodology and Structure**

- A)** Describe the populations to be served by the proposed batterer intervention program. (Examples: Spanish-speaking adult men, lesbians who batter, women who batter male intimate partners, etc.)
- B)** Describe the ethnic and racial breakdown of the population in the proposed service area.
  - i) Indicate whether or not there are significant immigrant and/or refugee communities in the proposed service area.
  - ii) Describe any modifications, if any, the proposed program would make to serve the racial and ethnic populations in the proposed service area.
- C)** Describe any other violence prevention programs offered by your agency. (Examples: anger management, couples counseling, individual psychotherapy, etc.) What relationship, if any, could be developed between these other violence prevention programs and the proposed batterer intervention program?
- D)** Describe the duration of the proposed intervention program in terms of both how long each batterer intervention session will be and the total number of weeks the perpetrator must minimally attend in order to complete.
  - i) Describe the proposed program's policy and procedure for addressing perpetrators who arrive late for group.
  - ii) Describe the proposed program's policy and procedure for addressing early dismissal of perpetrators from group.
- E)** Provide a detailed description of the proposed program's philosophy about the goals of batterer intervention.
- F)** Provide a detailed description of the theoretical basis of the proposed batterer intervention program. In particular, clearly describe the proposed program's philosophy regarding:
  - i) the cause(s) of domestic violence,
  - ii) the role of alcohol and/or drugs in domestic violence,
  - iii) the role of anger in domestic violence,
  - iv) the role of mental illness in domestic violence,
  - v) the role of childhood abuse in causing domestic violence,
  - vi) the role of culture in promoting and preventing domestic violence,
  - vii) the role of family, couples', and individual therapy in batterer intervention, and

viii) women as batterer intervention group facilitators.

**G)** Identify the batterer intervention curriculum to be used in the proposed program.

i) List any and all videos and/or supplemental materials that would be used.

**H)** Describe the proposed program's plans for providing culturally appropriate and accessible services for racial, ethnic, and linguistic minorities within the proposed service area giving specific attention to any immigrant and refugee communities identified above.

**I)** Provide a detailed description of the proposed program's understanding of the model of the coordinated community response to domestic violence.

## **VII) Completion/Termination Criteria and Procedures**

**A)** Describe the proposed program's completion procedures and criteria. This description must include, but not be limited to, the following:

- i) the proposed program's procedure for communicating completion criteria to the perpetrator.
- ii) the proposed program's procedure for communicating with the courts and/or D.S.S. at the time of a perpetrator's completion.
- iii) the proposed program's procedures for communicating with the victim(s) and/or current partner(s) at the time of a perpetrator's completion.

**B)** Describe the proposed program's termination procedures and criteria,. This description must include, but not be limited to, the following:

- i) any intermediary steps, sanctions, or warnings prior to actual termination.
- ii) the program's procedures for communicating with the courts and/or D.S.S. at the time of a perpetrator's termination.
- iii) the program's procedure for communicating with the victim(s) and/or current partner(s) at the time of a perpetrator's termination.

**C)** Describe the proposed program's policies and procedures for readmitting terminated clients.

**D)** Describe the proposed program's policies and procedures for accepting perpetrators who have been terminated from other certified batterer intervention programs.

## **VIII) Program Staffing**

**A)** Describe the proposed program's policy and procedures for hiring staff who have been perpetrators of domestic violence.

- B)** Describe the proposed program's process for screening all new hires for criminal behavior and perpetration of abusive and controlling behavior in their intimate relationships.
- C)** Describe the recruitment efforts made to hire staff who are reflective of ethnic and linguistic minorities within the communities to be served by the proposed program.
  - i) List proposed bilingual/bicultural staff positions and the ratio of these positions to the total program staff make-up.
- D)** Describe each current and proposed program staff position, including duties and responsibilities, required training and credentials, and other qualifications. Please list the date each staff person was hired as batterer intervention program staff.
- E)** Provide a detailed description of the proposed program's orientation for newly hired staff by which they are trained in the program philosophy, practice, and administration.

**IX) Staff Education**

- A)** Describe the actual or proposed batterer intervention and domestic violence training for all individuals who will staff the proposed batterer intervention program. Include a timeline for all proposed training as well as the name and place of employment of the trainer(s).
- B)** Describe the proposed program's policies and procedures for providing staff with administrative and clinical supervision.
  - i) Indicate the frequency of all staff meetings.
  - ii) Indicate the names and qualifications of all clinical supervisors.
- C)** Describe in-service education on sexism, racism, classism, and homophobia to be provided to all program staff.

**X) Administration**

- A)** Provide a description of the proposed program's policies and procedures for reporting perpetrator non-compliance to the referral source and the victim.
- B)** Provide a description of the proposed program's policies and procedures for sanctioning perpetrators who commit new acts of domestic violence or fail to comply with the intervention contract.
- C)** Provide a description of the proposed program's policies and procedures for documenting efforts to report recurring violence to the referral source.
- D)** Describe the proposed program's perpetrator confidentiality policy, including any limitations to the program's ability to participate in DPH data collection projects.

- E)** Describe the proposed program's policies and procedures regarding victim confidentiality and record keeping.
- F)** Indicate whether the program currently has CORI clearance or has applied for CORI clearance.
- G)** Describe the proposed program's relationship with battered women's programs, rape crisis centers, courts, probation departments, DSS, and other human service providers in the proposed service area.
  - i)** Provide the name and contact information for at least one representative from each of the above who can be contacted by the Department for a reference.
  - ii)** Indicate local anti-domestic violence initiatives in which the proposed program has participated and/or will participate in.
- H)** Provide a description of the proposed program's plans to participate in and collaborate with statewide domestic violence prevention and intervention efforts.

**XI) Program Fee Structure**

- A)** Detail all client fees that would be charged by the proposed program (e.g., intake, weekly fee, administration, etc.).
  - i)** Describe the method by which the proposed program would assess each client's weekly fee.
- B)** Describe provisions made by the proposed program for indigent perpetrators.
- C)** Describe the proposed program's procedure for collecting and monitoring perpetrators' payment of weekly fees.
- D)** Describe all revenue sources for the proposed program.

**XII) Program Monitoring and Assessment**

- A)** Provide a written description of your program's plans to make contact with battered women's programs and other domestic violence programs (e.g., the Coalition of Certified Batterer Intervention Programs, the Governor's Commission on Domestic and Sexual Violence, local domestic violence round tables and task forces, etc.) for the purpose of inviting monitoring, networking, information sharing, and support.
- B)** Provide written affirmation that the proposed program will work collaboratively with DPH in conducting data collection, establishing an electronic mail communication system, and attending DPH-sponsored provider meetings.

## **Appendices**

Submit all attachments in the Appendices and in the order listed below.

### **Appendix I: Program Information**

- Name, address, telephone number, and fax number of the batterer intervention program and all program sites
- Names and positions of all staff at all program sites
- Program/Agency articles of incorporation
- Statement of ownership and/or listing of board of directors and/or corporate officers
- Agency organizational chart

### **Appendix II: Program Distribution**

- Proposed service area map

### **Appendix III: Intake Information**

- Intake form
- Perpetrator agreement form
- Partner contact instrument
- All other intake forms/paperwork (e.g., screening tools, information update forms, etc.)

### **Appendix IV: Evaluation Information**

- Schedule of communication with courts/D.S.S./collateral service providers for the duration of perpetrator involvement with the program
- Sample evaluation summary
- All forms pertaining to communication with partners
- Lethality assessment tool(s)
- All forms pertaining to communication with collateral service providers

### **Appendix V: Intervention Methodology and Structure**

- Curriculum outline with learning objectives for each identified topic
- List of supplements to standard curriculum, if any

### **Appendix VI: Completion/Termination Criteria and Procedures**

- Sample completion letter to the courts, D.S.S., and/or collateral service providers
- Sample completion letter to the victim(s) and/or current partner(s), if appropriate
- Sample termination letter to the courts, D.S.S., and/or collateral service providers
- Sample termination letter to the victim(s) and/or current partner(s), if appropriate

### **Appendix VII: Program Staffing**

- Program organizational chart
- Job descriptions and qualifications for all staff
- Staff screening instrument(s)

### **Appendix VIII: Staff Educational Standards**

- Resumes for all batterer intervention program staff
- Notices of training completion for all batterer intervention program staff
- Notices of completion of six (6) mandatory group observations for all batterer intervention program staff
- Clinical and administrative supervision schedule for all staff

### **Appendix IX: Administration**



- Linkage agreements with collateral substance abuse treatment and mental health treatment providers, battered women's program(s), and rape crisis center(s)
- Release of information forms
- Sample monthly progress report for referral sources

#### **Appendix X: Program Fee Structure**

- Sliding fee scale

**Letters of Support: Submit a current letter of support from each of the following** (NB: Letters of support should address the need for the proposed program as well as the estimated annual number of referrals each could make to the program. Submit each letter of support in a sealed envelope with the author's signature across the sealed back flap.)

- Presiding District Court Judge(s) in the proposed service area
- Chief Probation Officer(s) in the District Court(s) in the proposed service area
- Domestic Violence Unit Prosecutor(s) in the District Attorney's office in the proposed service area
- Domestic Violence Specialist(s) and/or Area Office Director(s) in the DSS office(s) in the proposed service area